

West End Center - Large Office Building

Current Rating



42%

## VERIFIER'S WORKSHEET

Sections	Pages Answered	Rating Earned
<a href="#">Energy</a>	4 of 4	45%
<a href="#">Water</a>	1 of 1	39%
<a href="#">Resources</a>	2 of 2	32%
<a href="#">Emissions</a>	5 of 5	60%
<a href="#">Indoor Environment</a>	3 of 3	19%
<a href="#">Environmental Management</a>	4 of 4	61%
<b>Total</b>	19 of 19	42%

Select a section hyperlink above to jump to that place in the report.

**INTRODUCTION**

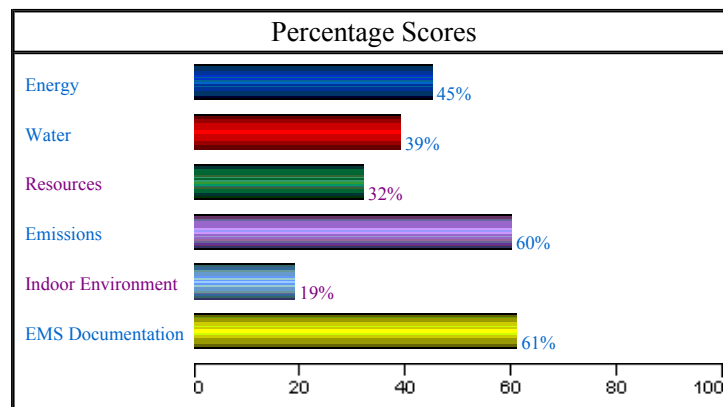
West End Center is a 42,000 square foot building that was built in 2004. It has 2 stories.

West End Center is described as follows:

Ambulatory Health Center with outpatient exam rooms, pharmacy, radiology, medical records, laboratory and dental clinic. Includes offices and a conference room.

The principal tenant is GRHC Corporation. The building is owned by GRHC and managed by K Antone.

Percentage of points achieved by West End Center for each module:



**Summary of Your Achievement:** West End Center achieved an overall rating of 42%.

To find out how the performance of West End Center compares to other buildings that have been assessed, and to obtain certification, the data must be verified by a licensed assessor who has undergone the Green Globe training and certification.

Rating Earned: **45%**

**ENERGY**Applicable Scored

350 156

Question	Answer	Applicable	Scored
Energy Consumption		80	0
The Energy Star Rating for this			
<input type="radio"/> Individual Office Building is: <input type="radio"/> Healthcare Campus is: <input checked="" type="radio"/> No ES rating	0		
Does the building have individual metering installed and functional or a plan to install an individual building meter within the next 12 calendar months?	<input type="radio"/> Installed more than 1 year ago <input type="radio"/> Installed within the last year <input type="radio"/> Plan to Install within the next year <input checked="" type="radio"/> None/Other		
Please supply the following data in order that an Energy Star® energy target may be established:			
How many people work in this facility during normal operating hours?	68989		
Number of PCs	6666		
How many hours per week is the facility open?	45		
% Heated	50% or more		
% Air-Conditioned	Less than 50%		
Please specify the ending month of the 12 month period for which energy consumption figures are being entered.	Month: February Year: 2003		
What was the building's total energy bill for the 12 month period specified?	\$ 0		
What was the total energy consumption for each non-renewable fuel type, in total or by month, for the 12 month period specified?		80	0

Question	Answer	Applicable	Scored
Lighting		25	16
Does the building incorporate any of the following high-efficiency lighting features:			
• compact fluorescents?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
• T8 or T5 fluorescent lamps?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
• exit signs with light-emitting diodes (LEDs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	3	0
• use of high-intensity fluorescent fixtures?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	3	0
• task lighting?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
• installation of automated lighting controls?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
What percentage of all lighting in the facility is "high efficiency lighting"?	<input type="radio"/> 75 - 100 <input checked="" type="radio"/> 50 - 75 <input type="radio"/> 1 - 50 <input type="radio"/> none	7	4
Boilers		16	8
Are the boilers 20 years old or more?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A (no boilers)	0	0

	<input type="radio"/> 50 - 100		
What percentage of boilers in the facility are high-efficiency?	<input checked="" type="radio"/> 25 - 49	12	8
	<input type="radio"/> < 25		
	<input type="radio"/> N/A (no boilers)		
Do the boilers have automatic vent dampers?	<input type="radio"/> Yes <input checked="" type="radio"/> No	4	0
	<input type="radio"/> N/A (no boilers)		
Controls		14	0
Is temperature setback and weather compensation implemented?	<input type="radio"/> Yes <input checked="" type="radio"/> No	6	0
Does the building have building automation systems (BAS)?	<input type="radio"/> Full <input type="radio"/> Partial	8	0
	<input type="radio"/> None		
Hot Water		12	4
Does the building have high-efficiency water heating equipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No	4	0
Are there hot water saving devices?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
Are hot water temperatures maintained between 120° and 130° F?	<input type="radio"/> Yes <input checked="" type="radio"/> No	4	0
Other Energy Efficiency Features		16	12
Are there other energy efficiency measures such as:		16	12
	<input type="radio"/> 50 - 100		
	<input type="radio"/> 25 - 49		
• Percentage of chillers in the facility that are high-efficiency?	<input checked="" type="radio"/> < 25		
	<input type="radio"/> N/A (no chillers)		
• Variable speed drives?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• Combined heat and power (CHP) plants?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• Energy recovery ventilation systems?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Are other energy-saving systems or measures being used?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Description:	n/a		
Green Energy		12	12
Is "green electricity" purchased?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Does the building utilize any of the following renewable on-site energy sources:		5	5
• Active Solar?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• Wind?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• Photo Voltaic?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
• Ground Source?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• Bio-mass?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
What percentage of the building's total energy use is supplied by these renewable sources?	<input checked="" type="radio"/> > 10%	2	2
	<input type="radio"/> < 10%		
	<input type="radio"/> 0%		
Envelope		35	8
Has the current performance and condition of the building envelope been assessed in terms of:		4	4
• condensation?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• moist air transfer?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• air flow?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• heat transfer?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Are there energy-efficient windows and doors?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
Does the building have appropriate shading or reflective film installed to reduce the cooling load?	<input type="radio"/> Yes <input type="radio"/> No	3	0

Has the building envelope been air-sealed in the following areas:

• The top part of the building?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
• The bottom part of the building?	<input type="radio"/> Yes <input checked="" type="radio"/> No	4	0
• Vertical shafts and elevators?	<input type="radio"/> Yes <input checked="" type="radio"/> No	3	0
Does the insulation of the walls comply with the recommendation of the building condition report?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	6	0
Does the insulation of the roof comply with the recommendation of the building condition report?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	6	0

Question	Answer	Applicable Score	
Energy Policy		5	5
	<input checked="" type="radio"/> Yes		
	• there is a formal energy management policy		
	<input type="radio"/> No		
Is there an energy policy endorsed by senior management?	• there is no energy management policy	5	5
	<input type="radio"/> Other		
	• there is no formal (documented) energy management policy, but management operates with a view to avoiding excessive energy use		
Energy Audit		2	2
Has the building had an energy audit within the past three years that included recommendations with costs, savings and a payback period?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	2
Which of the following systems were audited:			
• lighting system?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• heating plant?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• cooling plant?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
• domestic hot water system?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• HVAC distribution system?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
• major equipment?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• appliances?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• building envelope?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• solar and renewable resource potential?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Energy Management, Monitoring and Targeting		16	16
Is there a energy management (reduction) plan to address issues raised in the energy audit?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	2
Is energy use being monitored?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Are energy usage targets set?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Is there evidence of movement towards these energy targets over time?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
Have steps been taken to analyze and reduce peak energy demand?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
Energy Training		5	5
Is the building staff, including new employees, sufficiently trained to design and implement an energy efficiency improvement program?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5

Financial Resources		5	5
Are there financial resources to improve the energy efficiency of the building or is the building participating in a program for energy efficiency upgrades?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Sub-metering		10	6
	<input type="radio"/> 50 - 100%		
	<input checked="" type="radio"/> 25 - 49%		
Does the building have tenants' sub-metering?	<input type="radio"/> 1 - 24%	7	3
	<input type="radio"/> None		
	<input type="radio"/> N/A		
Does the building have sub-metering of major energy uses (e.g. lighting, hot water, motors etc.)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Operating Manual		15	15
Is there a readily available operating manual covering standard control settings and operating instructions for all services equipment that may affect the energy consumption?	<input checked="" type="radio"/> Yes <input type="radio"/> No	15	15
Maintenance Schedules		22	2
Does the regular mechanical systems maintenance schedule include:			
• measurement of boiler efficiency?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	2
• checks on the correct operation of ventilation and cooling controls?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	2	0
• checking of temperature, humidity and fresh air controls to ensure they are set correctly and are responding as intended?	<input type="radio"/> Yes <input checked="" type="radio"/> No	1	0
• identification and investigation of all occurrences of excess energy use?	<input type="radio"/> Yes <input checked="" type="radio"/> No	2	0
• checking of air supply grilles to ensure they are not blocked and are delivering fresh air as required?	<input type="radio"/> Yes <input checked="" type="radio"/> No	1	0
• checks for refrigerant leaks?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	1	0
• checks on air-handling units, cooling towers and boilers?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	2	0
• replacement of filters?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	2	0
• cleaning and sterilizing of wet regions in the air conditioning system and checking for accumulation of dirt?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	2	0
Is there a preventive maintenance program for building systems, which takes into account their lifecycle?	<input type="radio"/> Yes <input checked="" type="radio"/> No	7	0

Question	Answer	Applicable	Scored
Public Transportation		45	25
Does the building have access to public transport within 0.3 miles?	<input checked="" type="radio"/> Yes	25	25
	<input type="radio"/> No		
Is there service at least every 15 minutes during rush hour?	<input type="radio"/> Yes	20	0
	<input checked="" type="radio"/> No		
Cycling Facilities		10	10
Are there bike racks sheltered from rain?	<input checked="" type="radio"/> Yes	7	7
	<input type="radio"/> No		

Are there changing facilities and showers for staff?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Other Measures		5	5
Are there other measures to reduce car dependency (e.g. car-pooling, purchase of transit passes)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Describe:			

Rating Earned: 39%  
**WATER**Applicable Scored  
 80 31

Question	Answer	Applicable	Scored
Water Consumption		30	0
Please specify the ending month of the 12 month period for which water consumption figures are being entered.	Month: n/a Year: n/a	30	0
What was the building's total water bill for the 12 month period specified?	\$ 0		
What was the total water consumption, in total or by month, for the 12 month period specified?			
Water month 1:	cu. ft. 20,000 Cost \$		
Water month 2:	cu. ft. Cost \$		
Water month 3:	cu. ft. Cost \$		
Water month 4:	cu. ft. Cost \$		
Water month 5:	cu. ft. Cost \$		
Water month 6:	cu. ft. Cost \$		
Water month 7:	cu. ft. Cost \$		
Water month 8:	cu. ft. Cost \$		
Water month 9:	cu. ft. Cost \$		
Water month 10:	cu. ft. Cost \$		
Water month 11:	cu. ft. Cost \$		
Water month 12:	cu. ft. Cost \$		
Water Conserving Features		32	13
Are there the following water-conserving fixtures:			
• low flow toilets that use less than 1.5 GPF?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
• ultra low flush urinals that use less than 1.0 GPF?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
• automatic valve controls and/or proximity detectors?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
• low flow or laminar flow faucets (2.2 GPM)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	2
• other water-saving features?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Describe:		2	0
Does the landscaping minimize the need for irrigation?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	5	0
Are other sources of water used for irrigation such as:			
• Rainwater?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	3
• Graywater?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	3

Does the building use once-through water-cooled units?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	0
Water Management		18	18
Is there a written policy intended to minimize water use, and encourage water conservation?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Is water consumption being monitored?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
Has a water audit been done within the last three years?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
Are there water-reduction targets?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
Are there regular procedures for checking and fixing leaks?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3

Rating Earned: **32%**

**RESOURCES** Applicable Scored

110      35

Question	Answer	Applicable Scored	
Facilities for Storing and Handling Recyclable Materials		25	20
Are there separate storage/handling facilities for used paper products, glass, metal and plastic?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	10
Are there collection points for sorting paper, glass, metal and plastic near the areas where waste is generated?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	10
Is there a composting program in place?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
Waste Reduction Workplan		30	10
Has a waste audit been done within the last three years?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
Is regular monitoring of waste conducted?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
What is the current diversion rate?	<input type="radio"/> >85% <input type="radio"/> >75% <input type="radio"/> >50% <input checked="" type="radio"/> Unknown	10	0
Are there waste-reduction targets?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
Is there a construction, renovation and demolition waste management policy?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5

Question	Answer	Applicable Scored	
Site Pollution		50	0
Is the building site free of contamination?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	50	0
If the site is known to be free of contamination, which of the following is this based on:			
• Document Search?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
• Phase 1 Environmental Assessment?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes		

- Confirmation Phase 2 clean site or Phase 3 Clean Up Report?  No  Yes
- If the site is known to be contaminated are efforts being made to clean it up?  No  N/A
- Site Enhancement 5 5
- Are there indications that the site has been enhanced, such as an increase of indigenous species, the re-establishment of vegetation corridors or the implementation of erosion-control measures?  Yes  No  N/A 5 5

Rating Earned: **60%**

**EMISSIONS, EFFLUENTS AND POLLUTION CONTROLS** **Applicable Scored**  
173 103

Question	Answer	Applicable	Scored
Boiler Emissions		30	13
What percentage of the building's boilers have low NOx emission rates?	<input type="radio"/> None <input checked="" type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% <input type="radio"/> N/A	23	13
Are records kept of cleaning of burners, monitoring of controls, and analysis of flue gas?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	7	0

Question	Answer	Applicable	Scored
Refrigerants		25	13
What type of refrigerant is used for most of the cooling in the building chiller system?	Select applicable <input type="checkbox"/> R11 <input type="checkbox"/> R12 <input checked="" type="checkbox"/> R22 <input type="checkbox"/> HCFC123 <input type="checkbox"/> HFC134 <input type="checkbox"/> Other <input type="checkbox"/> N/A	10	3
Are there automatic refrigerant leak detectors?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	10	10
Is the system capable of pumping down all the refrigerant into a suitable container?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	5	0
Management of Ozone Depleting Refrigerants		10	7
Does the management program for ODS include:			
• inventory of refrigerants and records?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	1	1
• maintenance reports, loss reports, and leak test results?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	1	1
• operational staff training?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	1	0
• periodic leak testing?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	1	1
Is there a phase-out plan for ozone-depleting refrigerants?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	4	4
Is there a maintenance contract for the cooling system with a certified	<input type="radio"/> Yes <input checked="" type="radio"/> No		



contractor?	<input type="radio"/> N/A	2	0
Halons		10	10
Are there halon fire-protection systems in the building?	<input type="radio"/> Yes <input checked="" type="radio"/> No	10	10

Question	Answer	Applicable	Scored
Waste Water Effluents		20	0
Are floor drains protected in areas where chemicals are stored?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
Are roof drains connected to sanitary or combined sewers?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	0
Are storm management measures implemented to reduce water run-off from roofs and hard surfaces, such as parking areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	5	0
Are there procedures in place to ensure that glycol discharges from the flushing of cooling coils are minimized or eliminated?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	5	0

Question	Answer	Applicable	Scored
Asbestos		15	10
If the building was completed at a time when asbestos was used in construction (up to 1975), is there an up-to-date inventory based on an asbestos survey, that includes records of locations and the condition of all asbestos?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	15	10
Is there any friable asbestos in the building that has not been encapsulated (i.e. Is there any possibility that asbestos fibers could become air-borne)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A		
Is there a documented asbestos management plan that includes precautions to be taken during repairs and renovations?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A		
Radon		5	0
Is the building located outside a high risk area or has a radon survey been done which indicates levels below 4 pCi/L?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
PCBs		5	4
Are there any PCBs present in the building?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	5	4
Is there a PCB management plan that designates responsibilities, requires inventory of all materials containing PCBs, including transformers, as well as records showing locations of major PCB-containing equipment, stipulates storage requirements, and describes a strategy for phasing out and disposing of PCB-containing equipment?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Are there procedures in place to ensure that any PCB containing materials are safely stored, regular inspection of storage sites is conducted by designated persons and spill response includes training for staff?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Storage Tanks		20	20
Are there any above-ground or under-ground storage tanks?	<input type="radio"/> Yes <input checked="" type="radio"/> No	20	20
Is there a storage tank management plan, which ensures legal compliance and includes the following operation and maintenance procedures:			

- tank system registration and annual reporting as required under US EPA Regulations?  Yes  No  N/A
- inventory control?  Yes  No  N/A
- tank upgrading and replacement schedule?  Yes  No  N/A
- system testing?  Yes  No  N/A
- filling, transferring operations and spill protection?  Yes  No  N/A
- emergency preparedness?  Yes  No  N/A
- record keeping?  Yes  No  N/A
- tank closure, abandonment or removal?  Yes  No  N/A

Drinking Water (lead and bacteria) 2 0

Is the drinking water safe?  Yes  No 2 0

Question	Answer	Applicable	Scored
HCS Program		10	5
Are MSDSs, spill clean-up kits, and safety equipment such as eye-wash stations located in an accessible place near the chemical storage areas?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Are the MSDSs less than 3 years old?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	2
Are HCS labels present on regulated products?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
Health & Safety and Management of Hazardous Products		18	18
Are chemicals and hazardous materials stored under appropriate conditions in secure locations?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Is education and training provided for the person responsible for the management of chemicals and for staff who may be required to work with them?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Is there a designated person responsible for managing hazardous materials?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Are there inventory and records of the hazardous materials/waste, including their removal and disposal?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Is there a Health and Safety Committee that meets regularly and carries out regular	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4

inspections of the property?	<input type="radio"/> N/A		
<b>Pesticides</b>		3	3
Are there suitable measures to ensure that food or food waste is well contained and that there are no unprotected openings, to minimize access by rodents?	<input checked="" type="radio"/> Yes <input type="radio"/> No	1	1
Do landscaping practices minimize the use of pesticides, herbicides, fertilizer and petroleum-based products?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	0	0
Do pest control contracts require that the staff be licensed and use integrated pesticide management methods?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	2

Rating Earned: **19%**

**INDOOR ENVIRONMENT** Applicable Scored  
182 34

Question	Answer	Applicable Scored	
<b>Ventilation System</b>		24	0
Are air intakes located far from sources of pollution such as parking areas, bus stops, cooling towers or stagnant water?	<input type="radio"/> Yes <input type="radio"/> No	3	0
Are air intakes located at least 30 ft. away from building exhaust outlets?	<input type="radio"/> Yes <input type="radio"/> No	3	0
Are outdoor air intakes checked regularly to ensure that the openings are protected and free from obstruction?	<input type="radio"/> Yes <input type="radio"/> No	2	0
Is there free-standing water which cannot drain away in the condensate drip trays?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	0
Are there signs of corrosion, loose material (such as damaged filter bags) or sound attenuation material in the air-handling unit (AHU)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	0
Are measured CO <sub>2</sub> levels less than 850 ppm (assuming outdoor levels 400 ppm)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	6	0
Is there permanent carbon dioxide monitoring or are there sensors to maintain pre-set levels of carbon dioxide?	<input type="radio"/> Yes <input type="radio"/> No	3	0
Do the occupants have personal control over the ventilation rates in the area in which they work, either through hybrid system (operable windows) or personalized HVAC controls?	<input type="radio"/> Yes <input type="radio"/> No	2	0
<b>Filtration System</b>		11	0
Are filters able to remove particles from incoming air (Efficiency Grade between 60% and 85% Dust Spot or a Minimum Efficiency Reporting Value (MERV) of 8)?	<input type="radio"/> Yes <input type="radio"/> No	4	0
Are manometers fitted to indicate when filters should be changed?	<input type="radio"/> Yes <input type="radio"/> No	3	0
Is there easy access for cleaning and inspecting filters?	<input type="radio"/> Yes <input type="radio"/> No	2	0
Do the filters fit snugly within the filter supports?	<input type="radio"/> Yes <input type="radio"/> No	2	0
<b>Humidification System</b>		15	0
What type of humidification system does the building use?	<input type="radio"/> Steam <input type="radio"/> Spray <input type="radio"/> N/A	15	0
If steam humidification is used, is clean steam rather than treated boiler water utilized?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
If spray humidification is used, is the system rigorously maintained and free of	<input type="radio"/> Yes <input type="radio"/> No		

rust, algae, or loose contaminants of any kind?	<input type="radio"/> N/A		
Cooling Towers		15	0
Are the cooling towers located away from fresh air intakes and flue outlets?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	5	0
Are there drift eliminators?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	5	0
Is there a program of regular maintenance and cleaning of the cooling towers that includes monthly inspection for evidence of mold or slime?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	5	0
Parking and Receiving		7	0
Are enclosed parking areas mechanically ventilated?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	0
Are there measures to prevent intake of exhaust fumes from the loading dock and parking areas?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	4	0
Is there carbon monoxide monitoring in garages and near boilers?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	0	0
Control of Pollutants at Source		43	0
Have there been observations or complaints of any of the following symptoms of mold or excess moisture:			
• Stained ceilings or walls?	<input type="radio"/> Yes <input type="radio"/> No	3	0
• Musty odors?	<input type="radio"/> Yes <input type="radio"/> No	2	0
• Damp or musty carpets?	<input type="radio"/> Yes <input type="radio"/> No	2	0
Do large printing rooms, cafeteria, kitchens, chemical storage and washrooms have effective local exhaust?	<input type="radio"/> Yes <input type="radio"/> No	3	0
Are there documented measures to control pollutants at source in areas such as washrooms, kitchens, printing areas, chemical storage and general storage areas?	<input type="radio"/> Yes <input type="radio"/> No	3	0
Does the contract with the cleaning contractors specifically state that they are to use environmentally preferable cleaning materials?	<input type="radio"/> Yes <input type="radio"/> No	5	0
Is smoking permitted in the building?	<input type="radio"/> Yes <input type="radio"/> No	15	0
If smoking is permitted, is there a designated smoking area that will prevent contamination of smoke to the rest of the building?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
Is there a checklist of items connected to IAQ that must be discussed with architects, engineers, contractors, and other professionals prior to renovations and repairs?	<input type="radio"/> Yes <input type="radio"/> No	10	0
IAQ Management		25	0
Does building management have in place a documented means for addressing tenants/occupant concerns regarding indoor air quality (such as a complaint form and incident log)?	<input type="radio"/> Yes <input type="radio"/> No	4	0
Has the building had an IAQ audit in the past year?	<input type="radio"/> Yes <input type="radio"/> No	5	0
Are there procedures for maintaining good IAQ that include:			
• HVAC operations?	<input type="radio"/> Yes <input type="radio"/> No	2	0
• Housekeeping procedures?	<input type="radio"/> Yes <input type="radio"/> No	2	0
• Preventive maintenance?	<input type="radio"/> Yes <input type="radio"/> No	2	0
• Procedures for unscheduled maintenance?	<input type="radio"/> Yes <input type="radio"/> No	2	0
Is building management sufficiently trained to implement an IAQ program to address tenant concerns?	<input type="radio"/> Yes <input type="radio"/> No	4	0
Are the following being monitored continuously:			

- Temperature?  Yes  No 2 0
- Humidity?  Yes  No 2 0

Question	Answer	Applicable	Scored
Lighting Features		25	25
Are high frequency ballasts fitted to luminaires?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Are there controllable internal or external blinds and do light fixtures prevent glare at Visual Display Terminals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Do lighting levels meet IES guidelines of 50-75 footcandles (500-800 lux) for office space?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	5	5
Is individually controlled task lighting provided?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Does the floor plan of the building potentially allow for 80% of a typical working area to have access to day-lighting or are approximately 40% of workstations within 22 ft. from the windows?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Are there good lighting controls (One control for no more than 4 workstations)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	0	0
Lighting Management		7	4
Is there a planned schedule of cleaning light fixtures?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
Is there a group-relamping program?	<input type="radio"/> Yes <input checked="" type="radio"/> No	3	0

Question	Answer	Applicable	Scored
Noise		10	5
Is it easy, in open office areas, to engage in a conversation using a normal voice, understand a phone conversation, and have a private conversation using lowered voices?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Is there sufficient acoustic privacy?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0

Rating Earned: 61%

**ENVIRONMENTAL MANAGEMENT SYSTEM** Applicable Scored  
100 61

Question	Answer	Applicable	Scored
Environmental Management System (EMS) Documentation		30	24
Does building management have a written environmental policy?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	10
Are there stated goals and targets documented in the policy manual with respect to each of the following:			
<input type="checkbox"/> Energy conservation?		2	0
<input checked="" type="checkbox"/> Water conservation?		1	1
<input type="checkbox"/> Waste reduction and recycling?		2	0

<input checked="" type="checkbox"/> Environmental purchasing?	1	1
<input type="checkbox"/> Reduction in use and proper handling of hazardous products?	2	0
<input checked="" type="checkbox"/> Training and education?	2	2
Are there action plans to improve the environmental and energy performance of the building? <input checked="" type="radio"/> Yes <input type="radio"/> No	10	10

Question	Answer	Applicable	Scored
Environmental Purchasing		25	13
Does building management have a written environmental-purchasing plan?	<input type="radio"/> Yes <input checked="" type="radio"/> No	6	0
Is there a list of preferred products used in housekeeping and building maintenance?	<input checked="" type="radio"/> Yes <input type="radio"/> No	7	7
Does the purchasing policy include the requirement for purchasing energy saving equipment?	<input checked="" type="radio"/> Yes <input type="radio"/> No	6	6
Are MSDSs reviewed by staff who purchase hazardous products?	<input type="radio"/> Yes <input checked="" type="radio"/> No	6	0

Question	Answer	Applicable	Scored
Emergency Response		20	15
Are procedures documented and staff trained to deal with and obtain prompt assistance for emergencies such as fire, spills, power failures and illness?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	5
Do the emergency plans refer to all applicable legislation regarding emergency procedures, reporting and record-keeping?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	0
Is there equipment on-site to deal with environmental emergencies?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	4
Are there contingency plans for both short-term and long-term power failures?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
Is there a site map showing the location of environmentally significant features?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3

Question	Answer	Applicable	Scored
Tenant Awareness		25	9
Is there a communications strategy with tenants regarding environmental initiatives and practices in their building and to respond to tenant concerns?	<input type="radio"/> Yes <input type="radio"/> No	10	0
Are there communications to tenants on the environmental measures that they can implement in the building to contribute to:			
• Energy conservation?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	3
• Waste reduction and recycling?	<input type="radio"/> Yes <input type="radio"/> No	3	0
• Proper handling, storage and disposal of toxic products?	<input type="radio"/> Yes <input checked="" type="radio"/> No	3	0
Has a tenant satisfaction survey been completed in the last 3 years?	<input checked="" type="radio"/> Yes <input type="radio"/> No	6	6